

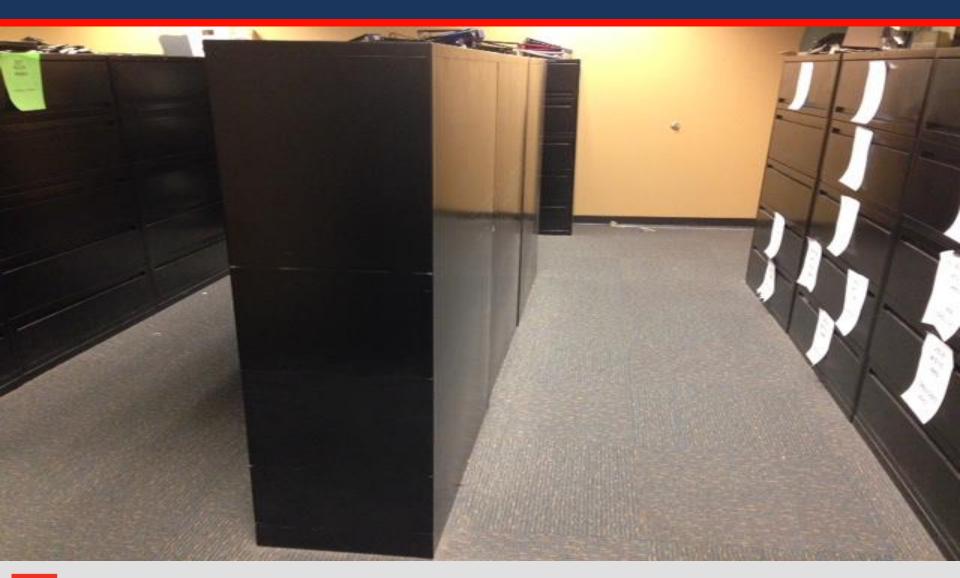
Work Opportunity Tax Credit (WOTC)

Contact: WOTC.info@tn.gov (844)216-8495

File Room Before:



The File Room Now:



What is this Employer Portal for WOTC?

The employer portal is the newest functionality added to the Tennessee WOTC Division's "All Digital" initiative. It provides a location for business owners to sign in and create tax credit applications for their new hires!

Additionally, each new application is run through our verification interface to check eligibility for particular tax credit incentives, making determinations a possible 24 hour turn around!

So how do Employers apply for an account to use this new site?



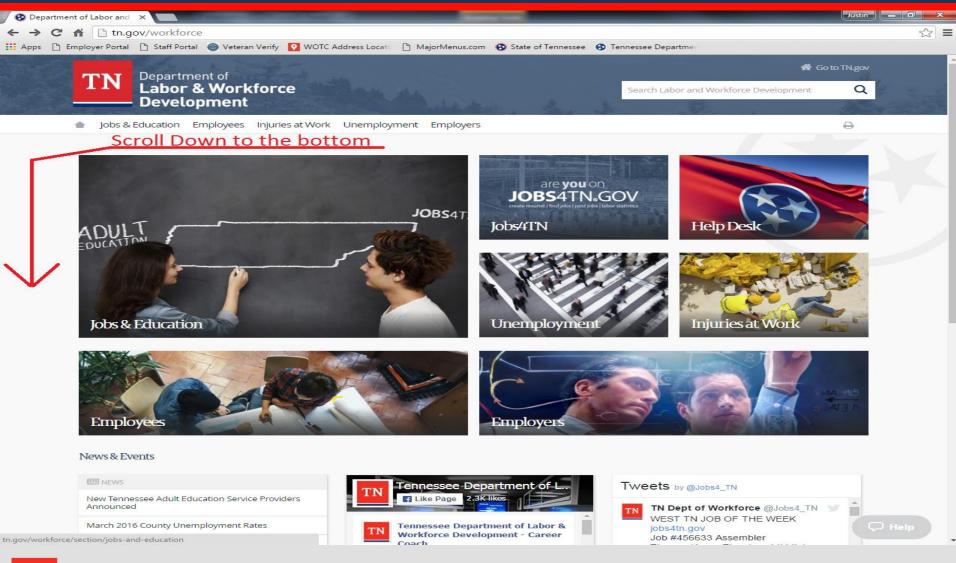
Finding the Online Portal

If there was a step one to the application process, this is it. Finding the portal has been simplified to a simple click on the tn.gov/workforce website.

Provided are a series of screenshots that highlight the specific areas of the website that require interaction.



tn.gov/workforce

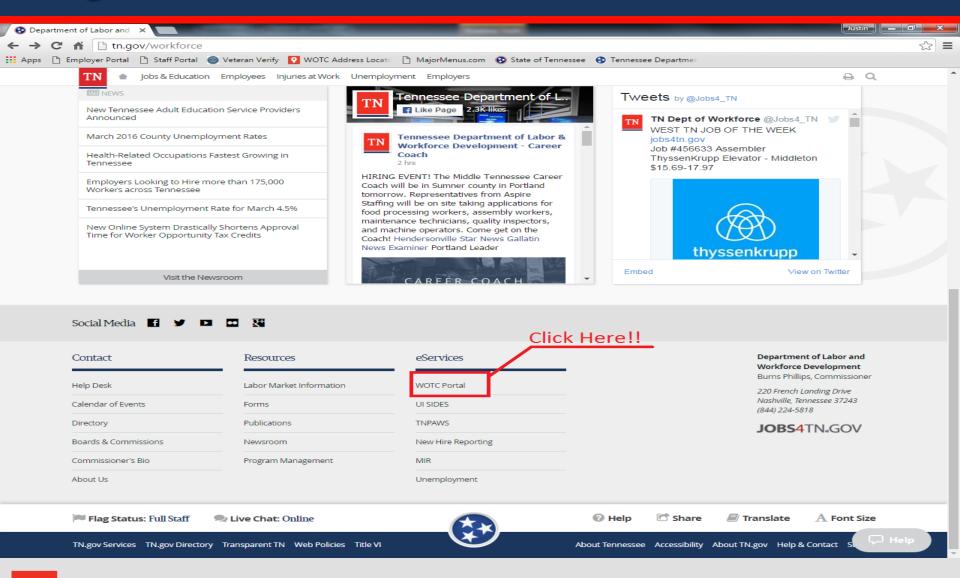


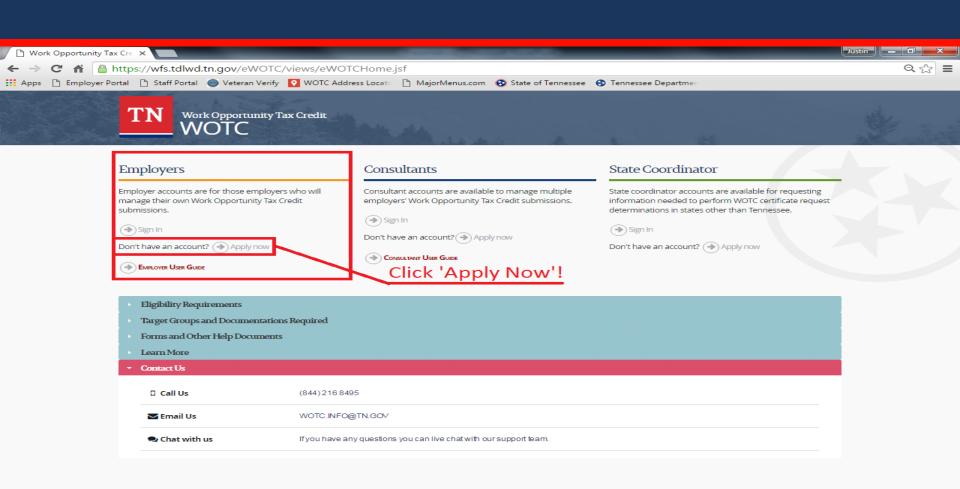


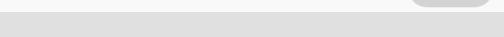
tn.gov/workforce

Department of

Labor & Workforce Development







Step 2:

The next page has a series of values the employer will need to fill in. These values ask simple questions like business address, FEIN, phone number, email.

It also has a disclaimer to designate legal forms holders for that business.

Lastly, the bottom portion is about log in details, so they will be able to access the site and add applications.

Then hit SEND.



Step 2:

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Check if Employer Exist FEIN: 123456789 Employer Information * FEIN: Address 1 * City: Zip 1: Fax numb: * Contact Person's Name Please select one of the option if your applications. You can always management. Legal Forms Holder A legal forms holder must be destroyer and supporting documentation) for a When your company is designate documents and submit this infert. If you do not choose to be designed. If you do not choose to be designated. If you do not choose to be designative documents (IRS 8850. My Company will be the User Information * Login ID: Last Name: * Phone Number Fax Number: * Password: Disclaimer: This system may cuse, misuse, misrepresentation of idea system constitutes a violation of state subject the individual to Criminal and Browsing Protection Act), and 7431. I security features or procedures. Such transmitted, processed or stored in this be provided to law enforcement person SHOULD HAVE NO EXPECTATION O.	: 220 French Landing D Nashville	Company Name: TN Address 2: 4B State: TE Phone number: 01! ontact Person's Ema il when an action was n from your profile inal signature docume tar that the tax credit is u are authorized to er WOTC program Coor is the checkbox belo ter, documentation) to th signature documents * First Name: * Email Address: Phone Extension: Fax Extension: * Verify Password: " Verify Password: to tilmited to Title 1 to 25. United States C subject to monitoring xguisition, recording a g reveals possible evic YSTEM EXPRESSLY.	DOL Test NNESSEE 52351904 Itaken on Once ants (IRS 8850, Is filed by the enter data from the dinator. w. o authorized use a data container. Justin williams(o authorized use a data container. 8. United State Code, Sections 7 to ensure proper and analysis dience of crimina denoe of crimina denoe of crimina.	etin.williams@tn.gov ETA 9061 and any mployer. The original signature access of herein or in transit to/from the scode, Section 1030, and ma to scode, Se	is					



Target Group Possible Payouts								
Target Group	What It Stands For	Pays Up To						
Target Group A	Short Term TANF	\$2.400.00						

Recently Separated Disabled Veteran

Unemployed Disabled Veteran

Short Term Unemployed Veteran

Long Term Unemployed Veteran

Designated Community Resident

Long Term Unemployment Recipient

Vocational Rehab Referral

Summer Youth Employee

Food Stamp Recipient

SSI Recipient

Long Term TANF

Ex-Felons

Veteran receiving SNAP

Target Group B-FSV

Target Group B-RSVD

Target Group B-UDV

Target Group B-STUV

Target Group B-LTUV

Target Group C

Target Group D

Target Group E

Target Group F

Target Group G

Target Group H

Target Group I

Target Group L

Labor & Workforce **Development**

\$4,800.00 \$9,600.00

\$2,400.00

\$2,400.00

\$9,000.00

\$2,400.00

\$2,400.00

\$2,400.00 \$5,600.00

\$2,400.00 \$2,400.00 \$1,200.00 \$2,400.00

Things to Keep in Mind

- Employers have 28 days from a new hire's start date to submit their 8850/9061 Application to the state
- Determinations can take up to a week
- A certificate does not equate to cash, tax credits are earned based off the amount of hours worked by the respective employees
- WOTC is not a mandatory program, it is completely optional
- WOTC has a hotline available for those who require assistance filing, or just want more information about the program



If you have any questions!!

Tennessee Department of Labor

& Workforce Development

Attn: WOTC Program (4-B)

220 French Landing Drive

Nashville, TN 37243

Try our email at:

Contact: WOTC.info@tn.gov



Or try our toll free number: (844) 216-8495



What is Federal Bonding?

- It is a unique tool to help a qualified job applicant remove a barrier to employment.
- It is a business insurance policy that protects the employer against financial loss due to theft, forgery, larceny, or embezzlement caused by employee dishonesty. (It does NOT cover motor vehicles.)
- The bond is given to the employer free of charge, and serves as an incentive to the company to hire



Who Qualifies?

- Job applicants with questionable backgrounds
- Ex-offender
- Recovering substance abuser
- Welfare recipient
- Poor credit history or declared bankruptcy
- Dishonorably discharged from the service
- Persons (including disadvantaged youth) who are from families with low income



Who Qualifies?

- Anyone who cannot get a job without bonding is also qualified
- Must meet the State's legal age for working

Applying for a Bond

- The claimant must visit the AJC, or call them to arrange a meeting.
- The claimant must have interviews lined up and be coached on how to bring up FB during the interview
- AJC staff are responsible for completing State Form LB-0539 and submit it to the State Bonding Coordinator
 Who is the State Bonding Coordinator?

Justin Williams

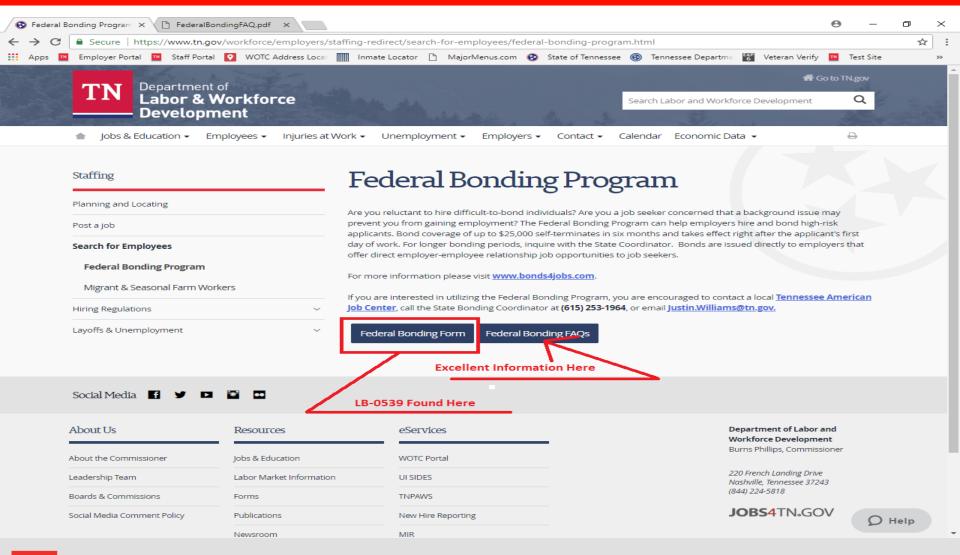
Justin.Williams@tn.gov

615-253-1964

Leave a message or email, I will respond when I see it



tn.gov/workforce





- Once the Federal Bond Application has been sent to me, I will respond with an email confirming its receipt.
- Then I will contact the employer to confirm the employee did show up to work, and is still employed.
- The Bond is issued and sent to Chicago for record, and the employer receives a letter in the mail on how to use the bond now that it's active.



If you have any questions!!

Tennessee Department of Labor & Workforce Development Attn: Federal Bonding Program 220 French Landing Drive Nashville, TN 37243

Try my email at:

Contact: Justin.Williams@tn.gov

Or try my number: (615) 253-1964



